



LARAMIE COUNTY

JOB DESCRIPTION

TITLE: Real Estate Recording Supervisor

FLSA: Non-Exempt

DEPARTMENT: County Clerk

REVISED:

Summary: Under limited supervision, plans and coordinates the activities and operations of the Real Estate Recording Department within the County Clerk's Office.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Oversees and coordinates the day to day operations and activities of the Real Estate Recording Department; ensures compliance with applicable regulations and laws.
- Hires, supervises, trains and evaluates the performance of assigned personnel.
- Researches State and Federal laws pertaining to recording documents against real property, and filing and perfection of State and Federal tax liens and judgments.
- Develops policies and procedures for the Department; reviews/monitors statutes and proposed legislation, coordinates with the Assessor's Office regarding legislative changes affecting both departments.
- Liaises with the Information Technology Department regarding program upgrades/changes and the development of new software applications.
- Conducts, analyzes and monitors daily financial activities of the Department including daily balancing, issuing refund checks, processing billings, and monitoring payments.
- Compile, prepare and review various reports including edit, financial balancing and statutory receiving reports; conducts queries from State and Federal tax lien databases as requested by outside agencies, title companies and banks.
- Prepares, monitors and assists with managing the annual departmental budget; monitors supply inventories and coordinates with vendors; orders new/replacement equipment as required; coordinates with the State Board of Equalization in relation to ordering State mandated forms and supplies.
- Monitors and administers records retention schedules in compliance with the Wyoming State Archives; develops transfer and destruction schedules for division records; coordinates with Records Center Manager in relation to records transfer.
- Provides assistance to the Chief Deputy Clerk and the County Clerk regarding the interpretation of State laws and regulations for titles of property; acts as a liaison between various departments and outside agencies on matters pertaining to land records.
- Responds to, researches and resolves complaints from the general public or other relevant parties.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of real estate recording operations and activities.
- Knowledge of laws, regulations and statutes pertaining to real estate recording.
- Knowledge of State and Federal tax lien databases.
- Knowledge of records retention processes and schedules.
- Knowledge of financial/accounting activities and processes.
- Knowledge of supervisory principles, practices, and methods.

- Skill in coordinating the operations and activities of a real estate recording office.
- Skill in ensuring compliance with real estate recording laws and regulations.
- Skill in preparing reports and conducting tax lien database queries.
- Skill in liaising with various internal and external parties in relation to departmental activities.
- Skill in monitoring and administering records retention activities.
- Skill in preparing and monitoring annual budgets.
- Skill in effectively supervising, leading, and delegating tasks and authority.

Minimum Qualifications:

High School Diploma or equivalent; four (4) years real estate recording experience, or equivalent combination of education, training and experience. Must be bondable.